

City of Lakeville Parks and Recreation Facility User Guide



Shelters • Buildings • Heritage Center • Lakeville Area Arts Center • Athletic Fields

Special Events • Private Programs

Contact Lakeville Parks and Recreation:

20195 Holyoke Avenue

Lakeville, MN

(952) 985-4600

recreation@lakevillemn.gov

lakevillemn.gov

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External Links

[Heritage Center Reservation and Fees](#)

[Lakeville Area Arts Center Reservation and Fees](#)

ABOUT YOUR EVENT

Most private events will require a shelter reservation and may require additional city permits. If you are unsure of what type of event your gathering is, please call City of Lakeville Parks and Recreation (952) 985-4600 and we would be happy to provide initial guidance and suggestions.

PARTIES AND PICNICS IN THE PARK

Birthday parties, company picnics, retirement parties, religious ceremonies and other small gatherings that are considered a part of the normal course of business at a park may require a facility reservation but in general are not subject to additional stipulations.

SPECIAL EVENTS

A Special Event is an event whether indoors or outdoors, that is held on public property, streets or trails that can reasonably be expected to cause a public gathering that is not a part of the expected daily activity at the location. Special Events require approval from the City and a City issued permit. Special Events can include but are not limited to: Walks/runs/athletic races, bike rides, dances, fundraisers, concerts, craft shows, carnivals and fairs.

PRIVATE PROGRAMS

A Private Program is an event whether indoors or outdoors, that is held on public property, streets or trails that is not open to the general public nor is part of the expected daily activity at the location. Private Programs require approval from the City and a City issued permit. Private Programs can include but are not limited to: fitness classes, camps and seminars and other miscellaneous meetings and gatherings.

RESERVATION PROCEDURE

Shelters – Buildings – Park Property	<p>Groups of twenty (20) or more are required to make a reservation for use of any park. Reservation requests can be made up to one (1) year in advance of the event date. Picnic shelters are available on a first come, first serve basis on Memorial Day, Fourth of July and Labor Day. A group requesting use of a facility must be under the supervision of a competent adult (18 years or older) throughout the duration of the rental. The reservation is not final until payment has been received.</p>
Special Events – Private Programs	<p>Reservation requests can be made up to one (1) year in advance of event date but not less than sixty (60) days prior to the event date. The applicant is required to set aside ample time in order to plan and coordinate your event. Permits will be issued on a first-come, first-served basis and will be issued to adults (18 years or older) only. The City reserves the right to deny any private program or special event. If utilizing a City Park all necessary applications must be submitted and approved. Submittal of an application is not a confirmation to conduct your planned event.</p>
Athletic Fields	<p>Athletic field reservations require the submittal of a reservation application. No reservations are final until application has been approved, payment has been received and a City permit has been issued. If you reserve an outdoor facility and you choose to cancel your time due to inclement weather, we encourage you to reschedule your unused date within two weeks of your final reservation date (some restrictions may apply). No refunds are given on unused dates of outdoor facilities.</p>

• Shelters • Buildings • Park Property •



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RULES AND RENTAL FEES FOR USE OF CITY SHELTERS, BUILDINGS AND PARK PROPERTY

I. SHELTER / BUILDING RENTAL

- a. Groups of 20 or more are required to make a reservation for use of any park.
- b. The following fees have been established for shelter and building rentals:

SHELTER RENTAL			
RESIDENT/PRIVATE		NON-RESIDENT/PRIVATE	
Antlers Park Shelter A (prime time)*	\$100/day	Antlers Park Shelter A (prime time)*	\$150/day
Antlers Park Shelters B & C (prime time)*	\$75/day	Antlers Park Shelters B & C (prime time)*	\$125/day
All Park Shelters (non-prime time)*	\$55/day	All Park Shelters (non-prime time)*	\$80/day
LAKEVILLE BUSINESS		NON-LAKEVILLE BUSINESS	
All Park Shelters	\$125/day	All Park Shelters	\$225/day
BUILDING RENTAL			
Resident/Private	\$100/day	Non-Resident/Private	\$150/day
Lakeville Business	\$150/day	Non-Lake Business	\$200/day
LAKEVILLE NON-PROFIT		NON-LAKEVILLE NON-PROFIT (TAX EXEMPT)	
Shelter or Building	No Charge	Shelter or Building	
		Serving Lakeville Area	Resident/Private Rate
		Not Serving Lakeville Area	Non-Resident/Private Rate

Prime Time: Saturday & Sunday Memorial through Labor Day weekends

- c. Buildings available for reservations include meeting rooms at Steve Michaud (unavailable April 15 – October 15), Parkview Park, Prairie Lake and Ritter Farm Park Ed Mako Environmental Learning Center. Reservation of the buildings are limited to groups of 40 persons or less at Steve Michaud, Prairie Lake and Parkview Park, 30 persons or less at Ritter Farm Park Environmental Learning Center. Specific guidelines for rental of Ritter Farm Park Environmental Learning Center can be found here: **EXHIBIT C**.
- d. Churches within Lakeville or in communities which border the City of Lakeville and whose membership consists primarily of Lakeville residents will be considered 'Resident-Private' groups. A reservation fee of \$25.00 for the use of the beachfront at Lakeville beaches is required for baptism and weddings, not to exceed one (1) hour.
- e. Officially sponsored events conducted by *Independent School District #194, Parkview Elementary, North Trail Elementary, Rosemount Area Athletic Association (RAAA), Lakeville Youth Athletic Associations, Lakeville non-profit civic organizations, Lakeville non-profit youth organizations and City of Lakeville employee organizations* are fee exempt for shelter and building rentals.

RULES AND RENTAL FEES

FOR USE OF CITY SHELTERS, BUILDINGS AND PARK PROPERTY

- a. To verify your reservation, please have a copy of the facility contract with you the day of your event. Some reservations may not be posted on the shelter due to the time the reservation was made.
- b. Shelters are available on a first-come, first-served basis on Memorial Day, Fourth of July and Labor Day.
- c. Live or played music is permitted in the parks as long as the music is not disruptive to other park users or surrounding neighborhoods. Amplification systems are limited to low-wattage guitar amps, microphones, CD's/iPod and MP3 players. Amplification systems not listed here may be allowed in the parks at the discretion of the Parks and Recreation Department.
- d. Individuals or groups (i.e. team, clubs, schools) requesting a park reservation for private events not associated with official sponsored events of the associations, school district, etc. are subject to rental fees.
- e. Non-profit groups located outside of Lakeville but serving the Lakeville area will be considered Resident-Private for establishment fees.
- f. The contract holder is responsible for making sure that the reserved area is cleaned after their event is finished.
- g. A group requesting use of a facility must be under the supervision of a competent adult throughout the duration of the rental.
- h. Neighborhood parks can be reserved for private events (ie birthday parties, picnics, family gatherings) hosted by residents of the respective neighborhood at no fee. Individuals who are not residents of the neighborhood but would like to reserve the park may be permitted to do so at the discretion of the Parks and Recreation Department. Fees may apply.
- i. One 10' x 10' pop-up tent will be permitted with an existing shelter reservation at no additional charge. A \$25 fee will be assessed for any additional tents. Tents should not exceed more than 20' x 20' surface area of the park site. Tents are not allowed in the parks without a shelter reservation.
- j. The selling of goods or services, by profit/non-profit groups are not allowed unless authorized by the Parks and Recreation Department.

II. RESERVATION PERIOD

Requests for a reservation can be made at any time prior to the event date. All fees are due at the time of reservation.

III. RESERVATION AGREEMENTS

- a. Following a reservation request, a contract will be sent to the applicant. The individual making the reservation will also be required to sign a Facility Usage Release and Indemnification Agreement. The Parks and Recreation office must receive rental contract and fees by the date indicated on the rental contract. A reservation will then be confirmed. An insurance certificate, where applicable, is due a minimum of two weeks prior to the scheduled event.

RULES AND RENTAL FEES

FOR USE OF CITY SHELTERS, BUILDINGS AND PARK PROPERTY

- b. Groups wishing to reserve space in certain parks shall abide by the attached rules and regulations *EXHIBITS A, B & C*. A written contract including a Facility Usage Release and Indemnification Agreement shall be executed between the sponsor and the City setting forth the terms for the use of the park. The person reserving the facility or an authorized representative of the group shall sign this contract. The attached rules and regulations are identified as *EXHIBIT B*.

IV. CANCELLATION POLICY

The following fees will be assessed for canceled reservations without exception:

CANCELLATION 22 DAYS IN ADVANCE	50% of total fees will be refunded
CANCELLATION 21-0 DAYS IN ADVANCE	No refund will be issued

V. INCLEMENT WEATHER CANCELLATION POLICY

- a. Refunds due to inclement weather on the day of the event will not be given. For this reason, when making a reservation, the group should consider the size of the reserved shelter in relation to the size of the group.

VI. KEY CHECK-OUT POLICY

- a. The person requesting a key must have a reservation to use the facility.
- b. There will be a \$25.00 security charge for each key checked out.
- c. If the key is returned to Lakeville Parks and Recreation in seven (7) days or less, the security charge will be refunded upon the receipt of the key. If the key is returned in more than seven (7) days, the security charge will be deposited and will be reimbursed by check approximately two to three weeks after return of the key. The maximum length of time a key may be checked out is four (4) months. If a key is not returned within four (4) months, key holder forfeits the deposit.
- d. Key holder returning keys after the designated due date may be ineligible to check out keys in the future.

VII. PICNIC TABLE RENTALS

Lakeville residents may rent picnic tables from the Parks and Recreation Department. A fee of \$5.00 per picnic table, per day will be charged along with a \$150.00 security charge. If tables are rented over a weekend (e.g. Friday, Saturday and Sunday) the rental fee is \$15.00 per table. Tables will not be delivered and will need to be picked up and dropped off at the Central Maintenance Facility, 7570 179th St. W. before 4:00 p.m. Monday through Friday.

RULES AND RENTAL FEES FOR USE OF CITY SHELTERS, BUILDINGS AND PARK PROPERTY

VIII. CAMPING

- a. A camping fee for designated areas and parking lots is required along with a special permit issued at the discretion of the Parks and Recreation Department. Only camping which is associated with special events, such as softball tournaments, Pan-O-Prog, etc., will be considered. Fees are as follows:

FACILITY	HOURS	FEE
Antlers Park	8:00 p.m. - 9:00 a.m.	\$25/night
Aronson Park	6:00 p.m. - 9:00 a.m.	\$25/night
Steve Michaud Park	6:00 p.m. - 9:00 a.m.	\$25/night
King Park	6:00 p.m. - 9:00 a.m.	\$25/night

- b. Camping is allowed at Ritter Farm Park for Lakeville Boy Scouts and Girl Scouts with a reservation at no cost. Prior to the first camping experience, the permit holder is responsible for contacting the Lakeville Park Maintenance Department at 952-985-2712 to set up a day and time prior to camping, for instruction on where to set up tents, etc. If a Lakeville troop has camped at Ritter Farm Park prior, it is not necessary to call the Park Maintenance Department.

IX. OPEN SPACE RESERVATIONS

Open Space is available for reservation at most park locations and is required for groups of 20 or more but do not exceed 50 who do not wish to reserve a park shelter. A fee of \$45.00/day is due at the time of the reservation, the individual reserving the space will be issued a permit that must be in possession at all times during the reservation. A permit does not grant exclusive use of a park area to any group or individual. All Open Space reservations are subject to the policies in *EXHIBIT B*.

X. RENTAL OF MISCELLANEOUS PARK EQUIPMENT OR FACILITIES

Any request regarding park equipment or facility rentals not outlined in this policy may be granted approval at the discretion of the Parks and Recreation Department.

XI. DISPOSING OF WASTE

All renters must dispose of waste in proper trash and recycling receptacles at the facility.

- Athletic Fields • Tennis & Pickleball Courts •
Kenwood Disc Golf Course •



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RULES AND RENTAL FEES FOR USE OF ATHLETIC FIELDS, RINKS, TENNIS AND PICKLEBALL COURTS AND KENWOOD DISC GOLF COURSE

I. FEES AND SCHEDULING PRIORITY GROUPS

FEES				
Item	Group 2	Group 3	Group 4	Group 5
Baseball ^{1,2} (per field, per 4 hour block of time*)	\$40	\$45	\$50	\$60
Softball ^{1,2} (per field, per 4 hour block of time*)	\$40	\$45	\$50	\$60
Athletic Deck ^{1,2} (per deck, per 4 hour block of time*)	\$40	\$45	\$50	\$60
Athletic Deck striping (by request, per deck, per time)	\$50	\$55	\$60	\$70
Aronson Park, ² SB 1-9, Sat/Sun, Tourney use, (light fee ³ -see below)		\$400	\$500	\$600
Outdoor Hockey Rinks, with or without ice, hourly, light fee ³ -see below	\$15			\$25
Sand Volleyball Courts, hourly, up to 3 courts	\$15			\$25
Tennis/Pickleball Courts, hourly, up to 3 courts	\$15			\$25
³ Lights (per rink, field, per evening)	\$35			\$45
Disc Golf Course, per day	\$100			\$200
Youth Athletic Association Participation Fee	\$5 per player per season			
Special Requests/Usage	reviewed by Parks and Recreation Staff			
¹ Decks, ball fields - standard layout per youth assoc reg. season request				
² city does not provide bases, or nets				
*4-hour block of time is 8 am-Noon, 12:30-4:30 pm, 5-9 pm				

RULES AND RENTAL FEES FOR USE OF ATHLETIC FIELDS, RINKS, TENNIS AND PICKLEBALL COURTS AND KENWOOD DISC GOLF COURSE

PRIORITY GROUP #1: All City sponsored activities and programs.

PRIORITY GROUP #2: Recognized Lakeville Athletic Groups & Clubs¹. Refer to *EXHIBIT D*.

Youth Athletic Groups: This includes Independent School District #194, Independent School District #196 (Parkview), Independent School District #192 (North Trail Elem, Quail Meadows Park), Lakeville Private Schools (All Saints), Lakeville Baseball Association (LBA), Lakeville Soccer Club (LSC), Lakeville Fast Pitch Softball Association (LFSA), Lakeville Football Association (LFA), Lakeville Lacrosse Association (LLA), Lakeville Hockey Association (LHA), Rosemount Area Athletic Association (RAAA – Parkview), Farmington Athletic Association (FAA – Quail Meadows, Greenridge), Valley Athletic Association, Inc. (VAA – Highview Heights), Other Clubs & Individual Teams with roster of 50% or more Lakeville residents (must provide roster with request).

ADULT ATHLETIC GROUPS: Lakeville Men's Baseball Team

PRIORITY GROUP #3: Recognized Lakeville community service and civic non-profit organizations and agencies activities and programs. These organizations include but are not limited to: Knights of Columbus, Rotary, Lions, etc.

PRIORITY GROUP #4: Lakeville residents. Includes but are not limited to: private parties, neighborhood groups, church groups, youth athletic teams not associated with **GROUP #2**.

PRIORITY GROUP #5: Private companies, non-resident individuals and groups. NOTE: Definition of Lakeville resident: 'Pays property tax to the City of Lakeville.'

- II. FACILITIES** – Includes school fields in ISD #194, ISD #196 (Parkview), and ISD #192 (North Trail). Baseball/softball fields, athletic decks (soccer, football, lacrosse), rinks, courts and disc golf

¹ Groups/Clubs that 'sub-contract' a for profit company to run a program will be placed in Priority Group 5.

RULES AND RENTAL FEES FOR USE OF ATHLETIC FIELDS, RINKS, TENNIS AND PICKLEBALL COURTS AND KENWOOD DISC GOLF COURSE

III. RESERVATION PERIOD

- a. **Priority Group #1** may reserve facilities at any time for any date.
- b. **Priority Group #2** may reserve facilities in the season prior to athletic contests. Meetings will be held in January for baseball, softball, soccer & lacrosse for April through August play and July for football, baseball, softball & soccer for August through October play.
- c. **Priority Groups #3, #4, & #5** may request facilities at any time, and will be considered only after **Priority Groups #1 & #2** have been scheduled.

IV. RESERVATION PRIORITY

- a. **Priority Group #1** may reserve those times, which are necessary to implement City sponsored programs.
- b. **Priority Group #2** may reserve those times, which are necessary to implement sponsored programs if space is available.
- c. High School and Middle School activities shall be held in the afternoon hours, so they are completed by 5:30 p.m. on weekdays. The youth activities shall not start until after 5:30 pm on weeknights. The athletic group will have priority on the weekend.

V. GENERAL RENTAL INFORMATION

- a. When reserving Lakeville Parks and Recreation facilities for athletic tournaments, league play, organized play not associated with a league and/or approved special events, applicants will be required to provide proof of general liability insurance coverage at a minimum amount of \$2,000,000 for property damage and bodily injury naming the City of Lakeville as an additional insured on the policy. The applicant will also be required to sign a Facility Usage Release and Indemnification Agreement. These documents are due a minimum of two weeks prior to the scheduled activity. School field reservations must name the City of Lakeville and ISD #194 as additional insured.
- b. All costs of extra portable toilets and cleanings for athletic and/or special events will be paid for by the sponsoring organization.
- c. Lakeville Parks and Recreation, School Districts #192, #194, and #196, serving Lakeville residents are exempt from the field/facility rental fees.
- d. **GROUP SUPERVISION:** Use of field or facility must be under competent adult (age 18 or over) supervision throughout the duration of the rental.
- e. The renting organization/individual agrees and understands that in the event of a cancellation, ninety (90) days' notice must be given in order for both the down payment and damage deposit to be returned. If less than 90 days' notice is given, the damage deposit will be returned, however, the city will retain the down payment.

RULES AND RENTAL FEES FOR USE OF ATHLETIC FIELDS, RINKS, TENNIS AND PICKLEBALL COURTS AND KENWOOD DISC GOLF COURSE

- VI. INCLEMENT WEATHER:** In the event of inclement weather or saturated grounds, fields will be closed to ensure safety of the participants and to prevent turf damage. Inclement weather may include: thunder & lightning storms; hail storms; snow storms; heavy rains; heavy snow; heavy frost; extreme temperatures; or other types of weather which may be dangerous to participants or may lead to damage of the fields. Saturated grounds refers to standing water on a field or a field so saturated by water that use of the field will cause damage to the turf. The decision to close the fields will be made as follows:
1. Weekdays: The Recreation Supervisor (or designee) will make the decision on closing the fields. Where possible, the decision on closing fields will be made by 3:00 pm. Permit holders should call the Recreation Department information/weather phone line at 952-985-4690 option 1 after 3:00 pm for field closure information. If inclement weather conditions develop after 3:00 pm, the coaches or umpires will make the decision on closing the fields.
 2. No Staff on Duty: If there is no authorized Park or Recreation Department staff on duty, the permit holders will make the decision on closing the fields. Permit holders will be financially responsible for any turf damage caused by using fields during inclement weather or using fields with saturated grounds.
- VII. QUIGLEY-SIME and KING PARK** are designated for Lakeville Baseball Association play only unless otherwise approved by Parks & Recreation Director. Light fees for Lakeville Baseball Association at King Park are waived due to substantial donation to the King Field Lighting Project.
- VIII.** The City of Lakeville reserves the right to refuse or restrict the use of any facility for the following reasons:
1. The facility is undergoing maintenance or repair.
 2. The facility may be damaged by the intended use.
 3. The intended use is illegal or inappropriate.
 4. The intended use is in direct competition with program offerings.

RULES AND RENTAL FEES FOR USE OF ATHLETIC FIELDS, RINKS, TENNIS AND PICKLEBALL COURTS AND KENWOOD DISC GOLF COURSE

IX. ATHLETIC TOURNAMENTS

- a. Tournaments which are scheduled by Groups 2 – 5 are required to submit a request for field use. Group 2 and 3 field rental fee is waived.
- b. All adult softball tournaments will be governed by MRPA/USSSA rules and regulations. Parks and Recreation Department may consider other state and national sanctioning bodies' rules and regulations after review. All tournaments will also adhere to City of Lakeville rules and regulations governing park department facilities *EXHIBITS A and B*.
- c. All tournament names must be listed on the tournament application exactly as they will appear in publications. Any tournament name changes without prior written permission from the Parks and Recreation Department is cause for tournament cancellation, relinquishment of tournament fees and denial of future tournament applications to Lakeville Parks and Recreation.
- d. A reservation is not confirmed until the application, proof of insurance and payment of fees and/or \$150.00 security deposit is received. The security deposit will be retained until after reserved use. A check will be issued to return the security deposit based on the condition of the facility following the reservation.
- e. Independent School Districts #192, #194 and #196 and Lakeville Parks and Recreation Department sponsored tournaments are fee and security deposit exempt.
- f. Each tournament sponsor shall enter into a written agreement with the City, setting forth the fee and terms for the use of the park. The attached rules and regulations are identified as *EXHIBIT A*. Tournament sponsor is responsible for ensuring participants are aware and abide by this agreement.
- g. A limit of two tournaments per year may be sponsored by any single non-Lakeville organization unless authorized by the Parks and Recreation Department and contingent upon field availability.
- h. League play at Aronson Park will have priority on Friday nights. Those fields not being used for league play are available for tournament play.
- i. Soccer fields are available for organizations/teams affiliated with athletic associations serving Lakeville residents.

X. CAMPS AND CLINICS

Camps/Clinics, which are scheduled by Priority Groups #2 – #5, are required to submit a request for field use. Recognized Lakeville athletic groups hosting an in-house camp that is designed to be a component of the regular season practice are exempt from rental fees, i.e., LBA Rookie Camp, MN Thunder providing clinics to participants as a part of the regular season, etc. Camps, which may include an additional participant fee or require the participant to register is non-exempt from the rental fee. Camps conducted by ISD 194 coaches and facility requested by the High School activity director will be exempt from rental fees on school grounds.

RULES AND RENTAL FEES FOR USE OF ATHLETIC FIELDS, RINKS, TENNIS AND PICKLEBALL COURTS AND KENWOOD DISC GOLF COURSE

XI. GENERAL FIELD USE

League games, and practices, individual use, or general use which are scheduled by Groups 2 – 5 are required to submit a request for field use. Group 2 and 3 field rental fee is waived.

XII. YOUTH AND ATHLETIC ASSOCIATION PARTICIPANT FEE

Lakeville Baseball Association, Lakeville North and South Football Associations, Lakeville Lacrosse, The Lakeville Soccer Club and Lakeville Fastpitch Softball Association will be charged a fee of \$5.00 per participant, per season, per year.

XIII. MISC. SERVICES

Permit holder requesting additional field(s) or layout(s), different than what has been set up for regular season play will be assessed a per field set up fee. Park Maintenance Department, with five days' notice, will do special field prep, if necessary and if time is available.

XIV. DISPOSING OF WASTE

All renters must dispose of waste in proper trash and recycling receptacles provided at the facility.

• Special Events •



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RULES AND REGULATIONS FOR SPECIAL EVENTS

A Special Event is any event that obstructs, delays, and/or interferes with the expected daily activity at the park location. Special Events can be but are not limited to: Walks/runs/athletic races, bike rides, dances, fundraisers, concerts, craft shows, carnivals, fairs and are required to seek approval from the City to use a public space.

I. SPECIAL EVENT PROCEDURE

- a. Groups that plan to use public space for their special event are required to submit an application in order to obtain a permit.
- b. Reservation requests can be made up to one (1) year in advance of event date but not less than sixty (60) days prior to the event date.
- c. Permits will be issued on a first-come, first-served basis and will be issued to adults (18 years or older) only.
- d. The City reserves the right to deny any special event. If utilizing a City Park all necessary applications must be submitted and approved. Submittal of an application is not a confirmation to conduct your planned event.
- e. A response will be given within ten (10) business days of receipt of the application.
- f. The following fees have been established for hosting a Special Event:

Application Fee	\$25.00
Down Payment	\$150.00
Event Fee: Please contact the Parks and Recreation Department for more information: 952-985-4600	<ol style="list-style-type: none"> a. Events that require exclusive usage of a community park (shelters, parking lots and open space) will be charged a flat fee of \$500.00. b. Events that do not require exclusive usage of a community park are subject to the fee schedule for Buildings and Shelters and/or Athletic Decks.

- g. In addition to the event fee, a \$150.00 security charge will be required of all groups. The facility will be inspected immediately after the event, and provided there are no damages, the security charge will be processed and refunded within 30 days. Any damages incurred to City park property while under the reserving party's supervision shall be paid for by the reserving party.

*All fees are due at the time the permit is issued. Failure to submit fees and requested documentation in a timely manner may result in the delay of the permitting process or cancellation of your event. See next page for fee definitions.

RULES AND REGULATIONS FOR SPECIAL EVENTS

- **Application Fee** – This is a non-refundable fee due at submission of the Special Event Application that will cover additional administrative fees incurred by Parks and Recreation Department staff.
- **Down Payment** – This fee is due at submission of the Special Event application and will secure the event location. This fee will be applied to the total event cost.
- **Security Charges** – This fee is due at the submission of the Special Event application and will be refunded 2-3 weeks after the event pending no damages were sustained to park property.
- **Event Fee** – The total event fee must be paid in full prior to the event; this fee includes all buildings, shelters and athletic decks reserved for the purpose of the event. This is a flat rate fee that covers the cost of reserving any buildings, shelters, athletic decks and all other park property required to host the event.
 - h. Special Events that are utilizing Park property must complete and return the *Special Event Application*.
 - i. If your event is not utilizing a public park but is within city limits, a [Parade Permit](#) or [Outdoor Entertainment](#) permit request must be submitted to the City Clerk.
 - j. When reserving Lakeville Parks and Recreation facilities for special events, applicants will be required to provide proof of general liability insurance coverage at a minimum amount of \$2,000,000 for property damage and bodily injury naming the City of Lakeville as an additional insured on the policy. The applicant will also be required to sign a Facility Usage Release and Indemnification Agreement. These documents are due a minimum of two weeks prior to the scheduled activity.
 - k. The permit holder is responsible for securing all additional services and amenities not provided by the City. (i.e. portable toilets, waste receptacles, picnic tables, signage and public safety assistance).
 - l. The permit holder is required to be on-site during the entire event including set-up and clean-up of the event. A copy of the issued permit must be retained during the entire time of the rental and shown upon request.
 - m. Events are restricted to the public hours of the park, unless otherwise approved.
 - n. Temporary objects, signs and banners must be removed from the park property at the conclusion of your event.
 - o. Tents, booths and canopies must be shown on the site map and can only be placed in areas that have been pre-designated by Parks and Recreation Department staff. [Gopher State One Call](#) must be contacted according to State law. **(651) 454-0002 or toll free (800) 252-1166**
 - p. The permit holder is responsible for the proper disposal of all recyclables and garbage in on-site receptacles.

RULES AND REGULATIONS FOR SPECIAL EVENTS

II. CANCELLATION POLICY

- a. If you need to cancel your event, please notify the City of Lakeville's Parks and Recreation Department at 952-985-4600, as soon as possible. All cancellations are subject to the following stipulations without exception:

CANCELLATION 22 DAYS IN ADVANCE	50% of total fees collected will be refunded
CANCELLATION 21-0 DAYS IN ADVANCE	No refund will be issued

- b. With a minimum of thirty (30) days' notice, events may be rescheduled at no cost; a reschedule date must be confirmed within ten (10) days and a new event date must fall within the same calendar year.
- c. No refunds will be given due to weather conditions unless the park facilities are officially closed.

III. ADDITIONAL AMENITIES

- a. Please contact the following to determine the availability of amenities such as portable toilets, barricades, tables, chairs, fencing, or other equipment.

AMENITY	CONTACT
Additional Portable Toilets/Barricades – Park Maintenance Dept.	952-985-2720
Special Set up, maintenance or provisions – Park Maintenance Department	952-985-2720
Public Safety Assistance – Lakeville Police Department	952-985-2800
Street Closure/Signage – Lakeville Police Dept. / Lakeville Streets Department	952-985-2800 / 952-985-2710
Electrical Permit and Inspection – Lakeville Inspections Department	952-985-4400
Dakota County where applicable	800-247-1056
Parade Permit, Outdoor Entertainment or Temporary Liquor License	952-985-4404
Free recycling and waste equipment assistance – Dakota Valley Recycling	952-895-4559

*Additional fees may be applied to any of the above mentioned.

APPLICATION FOR SPECIAL EVENT

INSTRUCTIONS: Please *print* and fill in all requested information and scan/email to:

City of Lakeville Parks, Attn: Parks and Recreation

20195 Holyoke Ave. Lakeville, MN 55044

Email: recreation@lakevillemn.gov

Phone: 952-985-4600

After your application has been reviewed, you will be contacted by the
Parks and Recreation Department.

Event Host Contact Information:

Group/Organization Applying For Permit: _____

Contact Person and Association with Group: _____

Mailing Address: _____ Email Address: _____

Preferred Phone: _____ # of Expected Attendees: _____

Event Details:

Description of Event: Please provide details around the purpose of your event.

Event Date: _____

Will an admission fee be charged? ☐ **Yes** ☐ **No**

Will donations be accepted? ☐ **Yes** ☐ **No**

Has this event been held in another city? ☐ **Yes** ☐ **No**

Will public safety or parks assistance be needed? ☐ **Yes** ☐ **No**

If yes, please describe the assistance needed: _____

APPLICATION FOR SPECIAL EVENT

Will vendors be on site? ☐ **Yes** ☐ **No**

If yes, additional fees and documentation may be necessary, please list all vendors:

Name: _____ Type of Vendor: _____

Name: _____ Type of Vendor: _____

Name: _____ Type of Vendor: _____

Name: _____ Type of Vendor: _____

Name: _____ Type of Vendor: _____

Will there be any marketing or promotion of the event: ☐ **Yes** ☐ **No**

If yes, please list all: _____

Will there be volunteers/staff on-site for the duration of the event? ☐ **Yes** ☐ **No**

If yes, how many? _____

Will the event require any special/additional amenities: ☐ **Yes** ☐ **No**

If yes, please list all: _____

If staking is required for this event, has Gopher State One Call been contacted: ☐ **Yes** ☐ **No**

Will there be any speakers, displays or handouts as part of the event: ☐ **Yes** ☐ **No**

If yes, please list all: _____

Will food, water or other refreshments be served at the event: ☐ **Yes** ☐ **No**

If yes, please list all that are *not* already listed as vendors:

APPLICATION FOR SPECIAL EVENT

Please provide details on any signage/directions/race maps/rules and regulations that will be enforced for participants of the event: _____

Will you be notifying the neighborhoods adjacent to the event location: ☐ Yes ☐ No

Please include the following attachments with your application:

- An itinerary providing specific timelines associated with all planned activities that will take place at the event.
- Final route for race/walk/run for City/County approval.

Facility Requested for Event:

Date and Time of Your Event:

Will this be an annual event? ☐ Yes ☐ No

Date for Activity: ____/____/____ Please list a secondary date if preferred isn't available:

Start of Activity: _____ a.m./p.m. (include set up time)

End of Activity: _____ a.m./p.m. (include take down time)

APPLICATION FOR SPECIAL EVENT

Applicant's Responsibility:

The applicant assumes responsibility for all activities conducted, including, but not limited to:

- All fees, payments, at the time of permit
- Ensuring that all City of Lakeville parks ordinances are followed
- That the number in attendance does not exceed the number of attendees indicated on the application
- That the event does not allow vendors to the event that do not have a permit from the City of Lakeville
- Supervision and control to prevent injury or damage
- Maintenance of the premises during the scheduled use
- The permit holder is responsible for the proper disposal of all recyclable and garbage in on-site receptacles.
- Security to maintain order during and after the event

Release of Liability and Waiver Agreement:

As lawful consideration for being permitted to use a park or recreational facility belonging to the City of Lakeville, I agree on behalf of myself and my organization or group to release and discharge the City of Lakeville, and its agents and employees ("Released Parties"), from liability for injuries or damages, including any losses caused by the negligence or strict liabilities of the Released Parties. I further agree on behalf of myself and my organization or group to protect, indemnify, and hold harmless the Released Parties from any and all claims, liabilities, damages, or rights of action directly or indirectly arising from the use of these facilities. This agreement is specifically binding upon my spouse, heirs and assigns, and on the spouses, heirs or assigns of any member, employee, or participant of my organization or business. This agreement to release and indemnify the City does not apply in the event of the City's gross negligence or willful and wanton misconduct. I warrant that I am authorized to enter into this agreement on behalf of my organization or business. Further, I agree and acknowledge, on behalf of myself or my organization or group, and as a condition to use of the park or recreational facility as follows: I am responsible for reimbursing the City for any loss or damage to the park or recreational facility occasioned by, or in connection with the use of the City Property. Use of the park or recreational facility is subject to the conditions, rules, regulations and policies set forth by the City of Lakeville for such use and I have been given a copy of such conditions, rules, regulations or policies and agree to comply with the foregoing. I am responsible for clean-up of the park and facilities following use, including the pick-up and proper disposal of all trash, litter or other debris left on the park or recreational facilities following use.

I HAVE READ AND UNDERSTAND THE FOREGOING WAIVER OF LIABILITY AND RELEASE.

I have read and understand the cancellation policy: ☐ **Yes** ☐ **No**

Applicant's Signature: _____ Date: ____/____/____

ASSESSMENT OF FEES FOR SPECIAL EVENT

THIS PORTION TO BE COMPLETED BY CITY PARKS AND
RECREATION DEPARTMENT STAFF

Household # _____ Date of Event: _____

Application Fee	Recvd:	\$25.00
Security Charge	Recvd:	\$150.00
Down Payment	Recvd:	\$150.00
Event Fee	Recvd:	
Balance Due	Recvd: 1-2 weeks prior to event date	
Total	Rcvd in full:	
Refund	Processed:	

• Private Programs •



Contact Lakeville Parks and Recreation:

20195 Holyoke Avenue

Lakeville, MN

(952) 985-4600

recreation@lakevillemn.gov

lakevillemn.gov

RULES AND REGULATIONS FOR PRIVATE PROGRAMS

A Private Program is an event whether indoors or outdoors, that is held on public property, streets or trails that is not open to the general public nor is part of the expected daily activity at the location. Private Programs require approval from the City and a City issued permit. Private Programs can include but are not limited to: fitness classes, and other miscellaneous meetings and gatherings.

I. PRIVATE PROGRAM PROCEDURE

- a. Groups that plan to use public space for their private program are required to submit an application in order to obtain a permit.
- b. Reservation requests can be made up to one (1) year in advance of program date but not less than sixty (60) days prior to the event date.
- c. Permits will be issued on a first-come, first-served basis and will be issued to adults (18 years or older) only.
- d. The City reserves the right to deny any private program. If utilizing a City Park all necessary applications must be submitted and approved. Submittal of an application is not a confirmation to conduct your program.
- e. A response will be given within ten (10) business days of receipt of the application.
- f. The following fees have been established for hosting a Private Program:

Application Fee:	\$25.00 for annual permit
Permit Fee:	1 – 10 daily uses: \$100.00
	11 + daily uses: \$5/additional day

- g. Private Programs that are utilizing Park property must complete and return the *Private Program Application*.
- h. A program organizer is required to be on-site during the entire event including set-up and clean-up of the event. A copy of the issued permit must be retained during the entire time of the rental and shown upon request.
- i. Events are restricted to the public hours of the park, unless otherwise approved.
- j. The permit holder is responsible for the proper disposal of all recyclable and garbage in on-site receptacles.

RULES AND REGULATIONS FOR PRIVATE PROGRAMS

II. CANCELLATION POLICY

- a.** If you need to cancel your program, please notify the City of Lakeville's Parks and Recreation Department at 952-985-4600, as soon as possible. All cancellations are subject to the following stipulations without exception:

CANCELLATION 22 DAYS IN ADVANCE	50% of fee will be refunded
CANCELLATION 21-0 DAYS IN ADVANCE	No refund will be issued

- b.** With a minimum of thirty (30) days' notice, events may be rescheduled at no cost; a reschedule date must be confirmed within ten (10) days and a new event date must fall within the same calendar year.
- c.** No refunds will be given due to weather conditions unless the park facilities are officially closed.

APPLICATION FOR PRIVATE PROGRAM

INSTRUCTIONS: Please *print* and fill in all requested information and scan/email to:

City of Lakeville Parks, Attn: Parks and Recreation

20195 Holyoke Ave. Lakeville, MN 55044

Email: recreation@lakevillemn.gov

Phone: 952-985-4600

After your application has been reviewed, you will be contacted by the
Parks and Recreation Department.

Program Organizer Contact Information:

Group/Organization Applying For Permit: _____

Contact Person and Association with Group: _____

Mailing Address: _____ Email Address: _____

Preferred Phone: _____ # of Expected Attendees: _____

Program Details:

Description of Program: Please provide details around the purpose of your program:

Facility Requested for Program:

Please indicate park(s) where program will take place: _____

Will you need to reserve a park shelter for your program?

☐ **Yes**

☐ **No**

Please see fee schedule for [park shelters](#)

APPLICATION FOR PRIVATE PROGRAM

Date and Time of Your Program:

Will this be an annual program? ☐ Yes ☐ No

Start date of Program: ____/____/____

Please list number of times this program will occur: _____

Please include all proposed dates of program: mm/dd/yyyy

Start of Activity: _____ a.m. /p.m. (include set up time)

End of Activity: _____ a.m. /p.m. (include take down time)

If start and end times will differ according to date, please indicate in table above.

APPLICATION FOR PRIVATE PROGRAM

Applicant's Responsibility:

The applicant assumes responsibility for all activities conducted, including, but not limited to:

- All fees, payments, at the time of permit
- Ensuring that all City of Lakeville parks ordinances are followed
- That the number in attendance does not exceed the number of attendees indicated on the application
- That the event does not allow vendors to the event that do not have a permit from the City of Lakeville
- Supervision and control to prevent injury or damage
- Maintenance of the premises during the scheduled use
- The permit holder is responsible for the proper disposal of all recyclable and garbage in on-site receptacles
- Security to maintain order during and after the event

Release of Liability and Waiver Agreement:

As lawful consideration for being permitted to use a park or recreational facility belonging to the City of Lakeville, I agree on behalf of myself and my organization or group to release and discharge the City of Lakeville, and its agents and employees ("Released Parties"), from liability for injuries or damages, including any losses caused by the negligence or strict liabilities of the Released Parties. I further agree on behalf of myself and my organization or group to protect, indemnify, and hold harmless the Released Parties from any and all claims, liabilities, damages, or rights of action directly or indirectly arising from the use of these facilities. This agreement is specifically binding upon my spouse, heirs and assigns, and on the spouses, heirs or assigns of any member, employee, or participant of my organization of business. This agreement to release and indemnify the City does not apply in the event of the City's gross negligence or willful and wanton misconduct. I warrant that I am authorized to enter into this agreement on behalf of my organization or business. Further, I agree and acknowledge, on behalf of myself or my organization or group, and as a condition to use of the park or recreational facility as follows: I am responsible for reimbursing the City for any loss or damage to the park or recreational facility occasioned by, or in connection with the use of the City Property. Use of the park or recreational facility is subject to the conditions, rules, regulations and policies set forth by the City of Lakeville for such use and I have been given a copy of such conditions, rules, regulations or policies and agree to comply with the foregoing. I am responsible for clean-up of the park and facilities following use, including the pick-up and proper disposal of all trash, litter or other debris left on the park or recreational facilities following use.

I HAVE READ AND UNDERSTAND THE FOREGOING WAIVER OF LIABILITY AND RELEASE.

I have read and understand the cancellation policy: ☐ **Yes** ☐ **No**

Applicant's Signature: _____ Date: ____/____/____

• Inflatables •



Contact Lakeville Parks and Recreation:

20195 Holyoke Avenue

Lakeville, MN

(952) 985-4600

recreation@lakevillemn.gov

lakevillemn.gov

RULES AND REGULATIONS FOR INFLATABLES IN THE PARKS

I. INFLATABLES PROCEDURE

- a.** Inflatables are allowed in the park with a park reservation. If requesting to have an inflatable on park property, an approved Park Reservation Permit Attachment for Use of Inflatables is required for an additional fee. (*See attached Example of Park Reservation Permit Attachment for Use of Inflatables*).
- b.** Equipment that uses water (i.e. dunk tanks, water slides, slip-n-slides) is not allowed.
- c.** Permit requests must be submitted 2 weeks prior to reservation date.
- d.** There is an additional \$50.00 fee required for each reservation that will have an inflatable erected on park property.
- e.** In addition to the rental fee, a \$150.00 security charge will be required of all groups. The facility will be inspected immediately after the event, and provided there are no damages, the security charge will be processed and refunded within 30 days. Any damages incurred to City park property while under the reserving party's supervision shall be paid for by the reserving party.
- f.** On receipt and approval of your permit request, applicants will be required to provide proof of general liability insurance coverage at a minimum amount of \$2,000,000 for property damage and bodily injury naming the City of Lakeville as an additional insured on the policy. The applicant will also be required to sign a Facility Usage Release and Indemnification Agreement. These documents are due a minimum of two weeks prior to the scheduled activity.
- g.** The applicant must supervise the use of the inflatable to safeguard participants, spectators and passersby.
- h.** Inflatables must be freestanding and weighted. Stakes are not allowed in the parks unless approved by the Parks and Recreation Department. Inflatables may not be tied or tethered to trees, tables or other park amenities.
- i.** One (1) inflatable is allowed in a neighborhood park.
- j.** Multiple inflatables are allowed in community parks and community playfields.
- k.** One (1) generator is allowed per inflatable. The applicant is responsible for ensuring that this is a *Whisper Generator* (3000 watts or less).
- l.** Each individual inflatable size shall not exceed 30' wide x 30' long x 15' tall.
- m.** All guests must follow the rules and guidelines of the inflatable owner and manufacturer for safety.
- n.** Combative activities (i.e. wrestling, boxing and/or jousting) are never allowed.

APPLICATION FOR INFLATABLES

INSTRUCTIONS: Please *print* and fill in all requested information and scan/email to:

City of Lakeville Parks, Attn: Parks and Recreation

20195 Holyoke Ave. Lakeville, MN 55044

Email: recreation@lakevillemn.gov

Phone: 952-985-4600

After your application has been reviewed, you will be contacted by the
Parks and Recreation Department.

Contact Information:

Individual Applying For Permit: _____

Preferred Phone: _____ # of Expected Attendees: _____

Address: _____ City: _____ State: _____ Zip: _____

Facility Reserved for Event:

LIST INFO FROM FACILITY RESERVATION HERE

Date for Activity: ____/____/____

Start of Activity: _____ a.m. /p.m. End of Activity: _____ a.m./p.m.

Purpose of Reservation (i.e. picnic, baptism, group meeting): _____

Facility Reservation Location: _____

Applicant's Signature: _____ Date: ____/____/____

EXAMPLE OF PARK RESERVATION PERMIT ATTACHMENT FOR USE OF INFLATABLES

ORGANIZATION/COMPANY/RESIDENT in consideration of being allowed to reserve, use certain designated City parks, and to bring and use an inflatable play structure in the parks agrees to the following:

- 1. ORGANIZATION/COMPANY/RESIDENT** may use portions of the following City parks on the following dates and times:

PARK	DATE	TIME (start a.m. – end p.m.)

2. INFLATABLES. The **ORGANIZATION/COMPANY/RESIDENT** may use at its own risk inflatable play structure(s) furnished by the **ORGANIZATION/COMPANY/RESIDENT** in the City Parks on the dates and times of its reservations. The **ORGANIZATION/COMPANY/RESIDENT** shall closely supervise the use of the inflatables and is responsible for any damage, injuries or deaths resulting from their presence in the City Parks and their use. The **ORGANIZATION/COMPANY/RESIDENT** shall remove the inflatables from a park within one hour after the end of their reserved time.

3. FEE. Upon signing this permit attachment the **ORGANIZATION/COMPANY/RESIDENT** shall pay the City \$ for the park reservations and inflatables.

4. COMPLIANCE WITH LAWS AND REGULATIONS. **ORGANIZATION/COMPANY/RESIDENT** shall abide by all statutes, ordinances, rules and regulations pertaining to the use of the City parks.

5. INDEMNIFICATION. **ORGANIZATION/COMPANY/RESIDENT** shall indemnify and hold harmless the City, its officers, agents, and employees, of and from any and all claims, demands, actions, causes of action, including costs and attorney's fees, arising out of or by reason of the **ORGANIZATION/COMPANY/RESIDENT** and its invitee's use of the City

EXAMPLE OF PARK RESERVATION PERMIT ATTACHMENT FOR USE OF INFLATABLES

Parks. This agreement to indemnify and hold harmless does not apply to the willful, wanton, or intentional misconduct by any person acting on behalf of the City.

6. COMPREHENSIVE GENERAL LIABILITY. **ORGANIZATION/COMPANY/RESIDENT** shall obtain the following minimum insurance coverage and maintain it at all times through **dd/mm/yyyy** with the City included as an additional named insured on the general liability insurance on a primary and noncontributory basis. **ORGANIZATION/COMPANY/RESIDENT** shall furnish the City a certificate of insurance and a copy of the endorsement satisfactory to the City evidencing the required coverage:

General Liability \$2,000,000 each occurrence/annual aggregate

Provider's policies and Certificate of Insurance shall contain a provision that coverage afforded under the policies shall not be cancelled without at least thirty (30) days' advanced written notice to the City or ten (10) days' notice for non-payment of premium.

7. ENTIRE AGREEMENT. The entire agreement of the parties is contained herein. This Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein.

Parks & Recreation Department

ORGANIZATION/COMPANY/RESIDENT

Approved By: _____

BY: _____

Title: _____

Its: _____

Dated: _____, 20

• Sponsorship Signage •



Contact Lakeville Parks and Recreation:

20195 Holyoke Avenue

Lakeville, MN

(952) 985-4600

recreation@lakevillemn.gov

lakevillemn.gov

RULES AND REGULATIONS FOR SPONSORSHIP SIGNAGE IN THE PARKS

I. SPONSORSHIP SIGNAGE PROCEDURE

- a. The intent of sponsorship signs is to raise funds for capital improvements to City park facilities utilized by youth athletic associations.
- b. The intent of this policy is to allow sponsorship signage in major athletic complexes only, unless otherwise approved by the Parks and Recreation Department.
- c. Sponsorship signs must meet City ordinance requirements.
- d. Sponsorship solicitation, promotion and management shall be the sole responsibility of the youth athletic association.
- e. Any damage to park facilities caused by the sign program shall be repaired and paid for by the youth athletic association.
- f. Contractual agreement between the youth athletic association and sponsor must be approved by the City of Lakeville and clearly describe obligations of both parties to the agreement.

The City of Lakeville allows for sponsorship signage on outfield fences, park buildings and temporary signage at tournaments and special events such as triathlons, walks and runs. Specific guidelines for each type of signage are as follows:

II. GENERAL SPONSORSHIP SIGNAGE REQUIREMENTS

- a. Sign sponsorship program is available to primary users of certain athletic complexes owned and operated by the City of Lakeville.
- b. No political, gaming, religious, alcohol, tobacco or sexually oriented signage allowed.
- c. **Size:** Sponsorship signage should not exceed 5' x 8' in size.
- d. **Color and Material:** Colors on signs will be consistent and must be approved by the City. Colors should not interfere with play or be located directly behind the pitcher's mound. Sign material shall be new mesh type nylon wind resistant material. Sign product must be approved by Parks and Recreation Department.
- e. Upon receiving notice of damaged sign, the youth athletic association must make repairs within 48 hours. If repairs cannot be made within the 48-hour timeline, the signs must be removed.

RULES AND REGULATIONS FOR SPONSORSHIP SIGNAGE IN THE PARKS

III. SPONSORSHIP SIGNAGE REQUIREMENTS FOR PARK BUILDINGS

- a. Placement:** Signage will be attached to building façade where available to prevent damage to the park building. Signage should not impede any City installed signage, notices or placards on the building façade.
- b. Duration:** Sponsorship signage will be allowed to remain on buildings seasonally from April 1 to October 31 of each year. Signs shall be maintained during the season and stored during the off-season by the youth athletic association.

IV. SPONSORSHIP SIGNAGE REQUIREMENTS FOR TEMPORARY SIGNAGE

- a.** Temporary signage shall be permitted for designated events on park property.
- b.** Temporary signage may include banners, sandwich boards/sidewalk signs, campaign style yard signs and corrugated signs.
- c. Duration:** The sign(s) must include the name and date of the event. The event sign(s) shall be allowed for no more than a ten (10) day period.
- d.** All of the temporary signage shall be approved by city staff as part of the approval for rental of the field.

APPLICATION FOR TEMPORARY AND SPONSORSHIP SIGN PERMIT

INSTRUCTIONS: Please *print* and fill in all requested information and scan/email to:

City of Lakeville Parks, Attn: Parks and Recreation

20195 Holyoke Ave. Lakeville, MN 55044

Email: recreation@lakevillermn.gov

Phone: 952-985-4600

After your application has been reviewed, you will be contacted by the
Parks and Recreation Department.

APPLICATIONS MUST BE SUBMITTED AND APPROVED AT LEAST 10 DAYS PRIOR TO INSTALLATION.

PROVIDE A PHOTO OR DIAGRAM SHOWING LOCATION & PLACEMENT OF SIGNAGE.

Facility Location: _____

Location of Signage: ☐ Ballfield ☐ Building ☐ Freestanding

Intent of Signage: ☐ Sponsorship Season: _____

☐ Tournament Dates of Tournament: _____

☐ Special Event Date of Event: _____

CONTRACTUAL AGREEMENT BETWEEN YOUTH ATHLETIC ASSOCIATION AND SPONSOR TO BE

APPLICANT INFORMATION

Individual Applying For Permit: _____

Preferred Phone: _____

Email Address: _____

Address: _____

City: _____ State: ____ Zip: _____

Applicant's Signature: _____ Date: ____/____/____

• Mobile Food Vendors •



Contact Lakeville Parks and Recreation:

20195 Holyoke Avenue

Lakeville, MN

(952) 985-4600

recreation@lakevillemn.gov

lakevillemn.gov

RULES AND REGULATIONS FOR MOBILE FOOD VENDORS IN THE PARKS

I. PROCEDURE

This policy applies to all parties interested in selling food and beverages in Lakeville parks including vending in conjunction with athletic association games and tournaments. The Parks and Recreation staff will ensure that each vendor request meets all of the criteria listed in this policy prior to issuing a license. An application as well as any fees that apply must be submitted before vending begins. If a food vendor is hired to cater a private event as part of a facility reservation, a permit is not required. Events held at the Heritage Center that will have mobile food vendors on-site are required to complete the permit process.

II. DEFINITION

A mobile food unit is defined as a food and beverage establishment that is: 1) a vehicle mounted unit, either motorized or trailered; 2) readily movable without disassembling for transport to another location; or 3) a nonmotorized vehicle self-propelled by the operator that intends to sell food within City Parks.

III. POLICY

Food vendors will be allowed in the parks at the discretion of the Parks and Recreation Department. Each food vendor request will be evaluated and approved only after the following requirements have been met:

- a. The applicant must be the owner of the mobile food unit.
- b. The applicant has provided their full legal name, other names the applicant uses or is known by, date of birth and driver's license number or other acceptable identification of the person applying.
- c. An insurance policy that has been issued to the applicant by an insurance company authorized to do business in the state of Minnesota verifying that the applicant is insured against claims arising out of all operations of such applicant under this chapter for the sum of at least one million dollars (\$1,000,000.00) against liability for bodily injuries and for at least one million dollars (\$1,000,000.00) against liability for damage or destruction of property.
- d. All vendors must provide a copy of the related license or permit issued by the State of Minnesota required to operate a mobile food unit.
- e. The dates and hours of operation must be specified.
- f. A site plan showing the exact location of the mobile food unit must accompany the application.
- g. Mobile food units shall comply with all applicable Fire Codes and shall be inspected by a City Fire official prior to operation of the mobile food unit.
- h. The City reserves the right to deny vendor access to parks based on safety issues and inadequate parking.

RULES AND REGULATIONS FOR MOBILE FOOD VENDORS IN THE PARKS

- i. No vendor can be in a park during a special event unless they are affiliated with that event and/or permitted by the Parks and Recreation Department. In addition, food vendors will not be allowed in parks where the City or athletic associations are operating the concessions without prior approval of the athletic association and permitted by the Parks and Recreation Department.
- j. The City reserves the right to enforce *No Vending* dates when needed. Communication will be sent to all current vending license holders regarding *No Vending* dates
- k. Food vendors will be issued a license in the parks on a first come, first served basis.
- l. The sale of alcoholic beverages is prohibited.
- m. Mobile food units shall not have a drive- through.
- n. Mobile food units shall provide an independent power supply that is screened from public view if it is not located on the food truck.
- o. Mobile food units shall not use any outside sound amplifying equipment, televisions or similar visual entertainment devices, lights, or noisemakers such as bells, horns or whistles.
- p. All waste, garbage, litter and refuse shall be contained in leak proof, nonabsorbent containers which shall be kept covered with tight fitting lids and properly disposed of. No waste, garbage, litter or refuse shall be dumped or drained onto sidewalks, streets, gutters, storm drains or public trash receptacles.
- q. Any signage on the exterior of the food vending unit shall comply with Chapter 11-23 of the City Code.
- r. The approved license shall be prominently displayed on the mobile food unit for the duration of the event.

IV. FEES

Fees are required for a mobile food vendor utilizing a park space in the amount of \$150.00 for an Annual License and \$50.00 for a One Day License.

APPLICATION FOR MOBILE FOOD VENDOR PERMIT

MOBILE FOOD UNIT PERMIT APPLICATION			
APPLICANT INFORMATION			
Name:			
Date of birth:	Phone:	Email:	
Current address:			
City:	State:	ZIP Code:	
Driver License Number:			License Plate Number:
EMPLOYMENT INFORMATION			
Name of Company / Food Unit:			
Business address (If different than noted):			
City:	State:	ZIP Code:	
MOBILE FOOD EVENT(S) INFORMATION			
Date(s) that vendor will be serving:			Annual Permit: Yes / No
Time(s) that vendor will be serving:			Hours of Operations:
Location(s) that vendor will be serving:			
REQUIREMENTS			
<ul style="list-style-type: none"> ✓ Written consent of the property owner from which the mobile food unit sale will be conducted. ✓ Insurance Accord form verifying that the applicant is insured against claims arising out of all operations of such applicant for the sum of at least \$1,000,000.00 against liability for bodily injuries and for at least \$1,000,000.00 against liability for damage or destruction of property. ✓ Copy of the related license or permit issued by the State of Minnesota required to operate a mobile food unit. ✓ Site plan showing the exact location of the mobile food unit (Google Maps, e.g.) ✓ A check made out to the City of Lakeville in the amount of \$150.00 (Annual Permit) or \$50.00 (One Day Permit). <p style="text-align: center;">Any changes to the above must be provided to the City of Lakeville prior to vending.</p>			
SIGNATURES			
Signature of applicant:			Date:

Department	Date Received	Approved / Denied
Fire		
Parks and Recreation		
Planning		

Mailing Address:
 Lakeville Fire Department
 Attn: Food Truck Permit
 9465 185th Street West
 Lakeville, MN 55044

Email: mmeyer@lakevillemn.gov

• Refund Policies •



Contact Lakeville Parks and Recreation:

20195 Holyoke Avenue

Lakeville, MN

(952) 985-4600

recreation@lakevillemn.gov

lakevillemn.gov

PROGRAM REFUNDS

Recreation and Lakeville Area Arts Center:

Cancellations made by City: Registration fees for a program cancelled by the Parks & Recreation Department will be fully refunded. Due to circumstances beyond our control there are no refunds for certain preregistered programs. Refunds less than \$10 will be issued as a household credit¹.

Cancellation made by Participant: Participant cancellations made prior to the start of the program or registration deadline will receive a refund, less a \$10 service fee, or full credit¹ towards a future program, whichever the registrant prefers. No refunds can be made after start of program and/or activity registration deadline. Due to circumstances beyond our control there are no refunds for certain preregistered programs.

¹Credits older than 18 months, will be applied to the Lakeville Scholarship Fund.

Lakeville Area Active Adults:

Trips: No refunds after the registration deadline. Registrants may find someone to take their place.

Pay by Day Activities: Exercise classes, Spanish, etc. Registrants need to call prior to the class and a credit will be applied to their personal RecTrac account.

Set Date Activities: (Classes where the only choice is to pay in advance for the entire session of classes). No refunds given once the registration deadline has passed.

Membership and Passes: No refunds given.

FACILITY REFUNDS

Shelters, Parks: From date of reservation to 22 days prior to the reservation date, a 50% refund of all fees will be given. Cancellations received less than 22 days prior to the reservation date are not eligible for a refund.

Fields: The renting organization/individual agrees and understands that in the event of a cancellation, ninety (90) days' notice must be given in order for both the down payment and damage deposit to be returned. If less than 90 days' notice is given, the damage deposit will be returned, however, the city will retain the down payment.

Heritage Center Building rental: The renting organization/individual agrees and understands that in the event of a cancellation, ninety (90) days' notice must be given in order for both the rental payment and damage deposit to be returned. If less than 90 days' notice is given, the damage deposit will be returned, however, the Lakeville Heritage Center will retain the rental payment.

Arts Center Building rental:

CANCELLATION POLICY: The Renting Organization/Individual agrees and understands that in the event of a cancellation, ninety (90) days' notice must be given in order for both the rental deposit and damage deposit to be returned, less a \$10 processing fee. If less than 90 days' notice is given, the damage deposit will be returned, however, the Lakeville Area Arts Center will retain the rental payment.

THEATER PERFORMANCE CANCELLATION POLICY: Cancellations made after the Playbill is printed and 90 days prior to the cancelled date will be charged 50% the rental rate. Cancellations within 90 days of the date will be charged 100% of the rental rate.

• Recreation Policies and Waivers •



Contact Lakeville Parks and Recreation:

20195 Holyoke Avenue

Lakeville, MN

(952) 985-4600

recreation@lakevillemn.gov

lakevillemn.gov

INCLUSION POLICY

The City of Lakeville believes that all residents regardless of race, color, national origin, sex, religion, age or disability have the right to participate in activities of their choice.

Inclusion Services are provided to those with disabilities who request support, allowing the participant to fully take part in the programs offered by the Parks and Recreation Department. If you or a dependent need support in our program(s) please notify our office in writing a minimum of 2-3 weeks in advance of the program start date.

Requests of support can be made by e-mailing recreation@lakevillemn.gov.

The family of the participant is often the most valuable resource in planning and executing a successful experience in our programs. All participants must complete and return the attached assessment form a minimum of two weeks in advance of the program start date. Information provided will be used by City of Lakeville employees and its' instructional staff to create a successful plan to support the participant.

CITY OF LAKEVILLE INCLUSION ASSESSMENT

Participant Name: _____ Age: _____

Primary Diagnosis: _____

Goals for participant:

Behavior considerations: *(yelling, violent, quiet, shut down, swearing, running away etc.)*

Calming or deescalating activities: *(techniques or activities participant responds well to, techniques for motivation or re-direction)*

CITY OF LAKEVILLE INCLUSION ASSESSMENT

What evokes anxiety and/or escalating behaviors: *(participant dislikes)*

Medical/Allergies/Mobility Considerations/Personal Care: *(list medical conditions, allergies etc.)*

Concerns with sharing, waiting turns or transitioning/changes in routine: *(list suggestions to ease these situations)*

Awareness of danger or impulse control:

CITY OF LAKEVILLE INCLUSION ASSESSMENT

Any additional information you would like us to know:

The most appropriate form of support for my child is: *(please check only one)*

- ☐ One-on-one program leader/instructor assigned specifically for the participant.
- ☐ Additional program leader/instructor for the class, available if participant needs added support.
- ☐ No additional support needed; please notify current instructor(s) of my child's needs.
- ☐ Trained Personal Care Attendant (PCA) in attendance with participant.
- ☐ Other *Please Specify* _____

I understand that I must submit a request for an aid in writing a minimum of 2-3 weeks in advance of the program start date to receive additional support.

Minnesota Government Data Practices Warning:

Under the Minnesota Government Data Privacy Act, it is required we inform you of your rights regarding the private data we are requesting on this form. The information on this form is used to process your inclusion request and can be shared with Lakeville Recreation staff and its' instructors. You have the right to withhold data, but you may not receive updated program information and/or accommodations.

Your signature on this form indicates you understand these rights.

Signature _____ Date _____

CONCUSSION TRAINING

Waiver for Participation by Parent: In consideration of your accepting my child's entry, I hereby, for myself, my child, my heirs, executors and administrators, waive and release any and all rights and claims for damages I or my child may have against the city of Lakeville and its representatives, successors and assigns for any and all injuries suffered by myself or my child at any activity sponsored by these groups.

Minnesota law effective on September 1, 2011:

It is the responsibility of the parent/guardian to review the Concussion Awareness Training information and share this with their child. The information is available at:

<http://www.cdc.gov/headsup/youthsports/training/index.html>.

Concussion Awareness Training is completed:

Parent or guardian Initials _____ Date _____

POLICY FOR PHOTOS IN THE PARKS

Lakeville Parks & Recreation Department periodically takes pictures of participants in our programs, during special events and in the parks. These photos may be used in the City's media publications. Participation in a recreation activity serves as your consent to such photographs and recordings unless you indicate otherwise to the department staff. If you do not wish to have your image used, notify us in advance in writing.

Lakeville Area Active Adults periodically takes pictures or video of participants in our programs. These photos may be used in the City's media publications.

• Exhibits •



Contact Lakeville Parks and Recreation:

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Lakeville, MN

(952) 985-4600

recreation@lakevillemn.gov

lakevillemn.gov

EXHIBIT A

RULES AND REGULATIONS FOR SOFTBALL AND BASEBALL TOURNAMENTS

1. The Lakeville Park Maintenance Department will provide normal Friday field maintenance. All field markings and additional maintenance will be the responsibility of the sponsoring team. (Normal maintenance includes grass cutting, infield dragging and outfield line painting, as required.)
2. The sponsoring team or organization will be responsible for traffic and parking control. Only vehicles used for maintenance for the athletic tournament will be allowed on turf areas. All other vehicles will be restricted to parking areas. No cars may be parked around the concession building. Use of pathways by motorized vehicles should be only for the transportation of supplies to and from the building.
3. Sponsors of State, Regional and National tournaments which are held at Aronson Park, Quigley-Sime Park, Steve Michaud Park and King Park may request special permission to charge fees at their tournaments, which may be granted by the Parks & Recreation Department. Requests to charge fees must be made a minimum of eight (8) weeks prior to the tournament date. Residents who wish to enter said tournament sites for reasons other than tournament activities shall not be charged a fee.
4. Supervision and Permit Possession: The host/sponsor will be responsible for having an on-site supervisor who is a competent adult, age 18 or older. This person will have the facility permit in their possession and will be responsible for informing his/her tournament members of arrangements and park rules.
5. The sponsoring team or organization will be responsible for trash and recycling pick-up at the end of Fridays', Saturdays' and Sundays' games. The sponsoring team or organization will be responsible for placement of trash bags and recycling into appropriate dumpster at the end of each tournament day. Failure to comply with this rule on a daily basis may be cause for loss or reduction of security deposit.
6. The sponsoring team or organization must make sure bases are put back in Aronson Park's northeast storage room at the end of each day.
7. Grilling is not allowed in indoor park buildings; all grills must be self-contained (drip-proof). Grease, ash and spills must be properly cleaned up and/or disposed of at the conclusion of the event.
8. All park amenities such as picnic tables, playground equipment, and bleachers must remain in their present locations. The moving of any property will require additional permission.
9. Appropriate building keys must be signed out from the Parks and Recreation Department at the Lakeville City Hall the last business day before the tournament and returned no later than three (3) days following the tournament. A \$25.00 charge is required for each key.
10. It is unlawful for any person to possess or consume intoxicating beverages, with the exception of beer and wine, on any park property. Glass containers of any type are illegal! Tournament. The sponsoring team or organization is responsible for making sure this rule enforced.

EXHIBIT A

RULES AND REGULATIONS FOR USE OF PARK BUILDINGS

1. Arrangements for entering the building can be made with the Parks and Recreation Department prior to the day of the event. A key to the building must be signed out the last working day before the reservation and returned no later than three (3) days after the reserved date. A \$25.00 deposit for each key will be required.
2. Kitchen (where applicable) should be left completely cleaned:
 - Floors washed
 - Cupboards all cleaned
 - Counters all washed
 - Walls cleaned
 - Stove completely cleaned inside and out

The sponsoring team or organization will be responsible for cleaning up all trash and placing full trash bags into dumpster following the rental period.
3. Bathroom area:
 - Floors, sinks and urinals should be cleaned
 - All trash removed from bathroom must be put into the dumpster provided
4. Community room:
 - Vacuum floor
5. No group may reserve the facility for regularly scheduled meetings or classes unless authorized by the Parks and Recreation Department.

ALCOHOL AND TOBACCO PRODUCTS ARE PROHIBITED WITHIN THE PARK BUILDINGS

BEFORE LEAVING:

- Check to see that all running water is shut off
- Make sure all lights and electrical appliances are turned off
- Make sure all doors and windows are securely locked
(Please note that the outside restroom doors at Steve Michaud, Aronson, Quigley and King Parks remain open daily from May through September)
- Inspect area around building for litter and other debris; dispose of properly

**Violation of City ordinance by a member of a group
using a City park shall result in immediate expulsion
of the entire group. (City Code 7-1-4-7)**

EXHIBIT B

RULES AND REGULATIONS FOR USE OF CITY PARKS

1. Rental groups are to use only those areas designated for group picnics. Facilities such as softball fields, horseshoe pits and volleyball courts are available unless already being used by the general public or for scheduled league play.
2. Rental groups will be responsible for cleanup of trash and debris in areas reserved for their activity. If trash barrels are full at the time of your departure, set your tied trash bags next to the trash barrels and Park Maintenance Sanitation Staff will pick them up.
3. Amenities such as picnic tables, benches and other park property must remain in their present location. The moving of any property will require additional permission.
4. The individual making the reservation will be responsible for controlling all members of said rental group. Any violations to City ordinances will result in automatic cancellation of the rental group contract and the group will be asked to leave City property.
5. All motor vehicles will be parked in designated parking areas.
6. If an event is being catered, the following guidelines apply. 1) All catering vehicles must remain in designated parking lot. 2) Vehicles may not access picnic shelters using paved trails. 3) Equipment must be carried or otherwise transported to the reserved shelter. 4) All grills will be self-contained (drip proof). 5) When catering a reservation at Antlers Park, Shelter A, a key needs to be picked up for the gate to access the gated service area. There will be a \$25.00 security charge for the key. After caterer has entered the service area, the gate needs to be relocked immediately. Absolutely no vehicles are to remain in the service area.
7. Only groups consisting of 300 people or less will be considered for rental of park shelters. Groups of this size may be required to reserve more than one (1) shelter in order to accommodate their group.
8. It is unlawful for any person to use drugs or consume intoxicating liquors within City parks, with the exception of beer and wine in cans or boxes. Tobacco and intoxicating liquor, including beer and wine, are prohibited in park buildings.
9. **Glass beverage containers** are prohibited in all City parks.
10. City of Lakeville park hours are 6:00 a.m. to 10:00 p.m., unless otherwise posted.
11. Bonfires are allowed only in the designated areas at Ritter Farm Park. Fires must be completely extinguished before leaving the area. Portable fire pits are prohibited in City parks.
12. Dogs in Lakeville parks must be on a leash, with only two exceptions. Dogs that receive an American Kennel Club 'Canine Good Citizen' certificate or its approved equivalent or a dog fitted with an electronic collar can be off-leash. Pet owners are also required by ordinance to clean up any droppings left by their animals.
13. Pig roasters are limited to drip-proof, self-contained units and are restricted to City designated location. Protective measures must be taken to make sure no grease is dripped on any park grounds or facilities. Use of specialized cooking units must receive prior authorization from the Parks and Recreation Department.

EXHIBIT B

RULES AND REGULATIONS FOR USE OF CITY PARKS

14. Motorized (except authorized staff maintenance/emergency) vehicles are not allowed in the park under any condition and may not use the bike trails for transporting items to the picnic areas.
15. Directional signs, banners, balloons and other decorations or group picnic markers are prohibited from being placed on public property.
16. Remote controlled model airplanes as well as airborne rockets and missiles are prohibited in all Lakeville parks due to safety concerns. Permission for special events involving model airplanes or boats may be given by the City Council upon receipt of suitable application and presentation of appropriate certificate of insurance.
17. Golfing and slacklining is prohibited within all City parks except Parks and Recreation Department approved City sponsored programs or event.
18. Parasailing is prohibited on or adjacent to all City of Lakeville lakeshore property, beaches, or boat launches, i.e. Antlers Park, Ritter Farm Park, Valley Lake Beach, Casperson Park and Orchard Lake Beach.
19. Dunk tanks, animal rides, and other amusement type facilities are prohibited unless associated with a major City event.
20. Non-Lakeville Parks and Recreation Department sponsored, fee-based classes must request use of park facilities. Permission to use the parks will be considered on a case-by-case basis and may be subject to additional requirements as determined by the Parks and Recreation Department.

EXHIBIT C

RITTER FARM PARK ED MAKO ENVIRONMENTAL LEARNING CENTER

The Ritter Farm Park Ed Mako Environmental Learning Center (ELC) is available for rental and use according to the guidelines below.

1. Ritter Farm Park Ed Mako ELC is available for use as a supplemental classroom setting for associated environmental learning opportunities; for presentations to groups studying nature and the environment; command headquarters for survival skills training; and for Lakeville Scout groups of up to 30 persons. No group may reserve the facility for regularly scheduled meetings.
Ritter Farm Park Ed Mako Environmental Learning Center will not be available for use by private groups, overnight sleepovers or for parties unless by special permission of the Parks and Recreation Department.
2. Reservations are accepted only for groups of 30 or less. A group requesting use of the facility must be under competent adult (18 or over) supervision throughout the duration of the rental. If children are present, proper parental or supervisory control is required. Children should not be permitted to roam the building or grounds unsupervised.
3. Use is permitted only during regular park hours, from 6:00 AM until 10:00 PM.
4. Only the main floor of the building is available to user groups. Access to second floor and basement levels is strictly prohibited.
5. There are 2 – 12' tables with fold down seating and another 6' table and 7 chairs for use in the buildings.
6. No food may be prepared inside the building. Outside grills may be used and food may be served inside the building.
7. No tobacco or alcoholic beverages are permitted in the building.
8. After use, it is the group supervisor's responsibility to leave the room in the same condition as when they arrived. As needed, these duties should be completed:
 - vacuum
 - wipe tables
 - clean restrooms
 - sweep the deck and steps
 - empty trash and recycling bins
 Cleaning supplies and a vacuum cleaner are available in the closet adjacent to the meeting room.
9. Displays or posters may be hung only on the corkboard. They may not be tacked, or taped or hung on the walls.
10. The ELC must be locked when your group is not inside or very near the center.
11. All doors and windows must be locked when leaving the building.
12. During cold weather, the group supervisor may adjust the thermostat to achieve a comfortable temperature. It is located across the hallway from the restrooms. Please turn the thermostat up to no more than 68 degrees during your stay, and down to 55 degrees when leaving.
13. A building key may be checked out at the Parks and Recreation Department at City Hall. A \$25.00 charge is required for each key. The key must be returned no later than three (3) working days after the rental date.

EXHIBIT C**RITTER FARM PARK ED MAKO ENVIRONMENTAL LEARNING CENTER**

14. To help preserve Ritter Farm Park in its natural state, park visitors are prohibited from picking or removing wild flowers, plants or vegetation. Visitors are also prohibited from disturbing wildlife within the park.
15. A Facility Usage Release and Indemnification Agreement must be signed by the group supervisor prior to use for the purpose of absolving the City from all liability claims in the event of an accident or injury while using the facility. The user shall agree to pay for damages incurred to City property or equipment while using the facility.

EXHIBIT D

ATHLETIC GROUPS & CLUBS

Policy Statement

The goal of the City's Parks and Recreation Department function is to provide a rich variety of recreational opportunities to City youth and adult in the most efficient manner possible. To achieve this goal, the City will emphasize partnership with-volunteer organizations to plan, organize, and implement youth and adult recreational programs.

Procedures

The City may recognize any number of associations or clubs based on the availability of resources and determination of the benefits to the community by the Parks and Recreation Department.

1. To qualify as a recognized City association or club, they must provide:
 - Program(s) open to all residents in the City-approved service area.
 - Must be affiliated with a higher association,
 - Soccer – i.e., Minnesota Youth Soccer Association (MYSA)
 - Softball – i.e., American Softball Association (ASA), Minnesota Sports Federation (MSF)
 - Baseball – i.e., MYAS, AAU, USSSA, MSF, Metro Baseball
 - Lacrosse – i.e., US Lacrosse, Minnesota Lacrosse Association (MLA)
 - Verification of non-profit status. They shall provide the City with an annual financial report and a copy of any tax filings required by the state or federal governments.
 - Opportunity for a Parks and Recreation Department representative to participate (non-voting) in Board meetings and attend monthly meetings as desired.
 - Proof of general liability insurance coverage at a minimum amount of \$2,000,000 for property damage and bodily injury naming the City of Lakeville as an additional insured on the policy.
2. In return, qualifying associations or clubs will receive from the City:
 - Use of City-owned facilities and School District #192, #194, #196 fields per the joint powers agreement, along with other established users.
 - Acknowledgement of the groups as providers of their respective sport offerings. As part of this, the City refers residents to these organizations.
3. Associations or clubs are valued partners to the City in providing organized recreational opportunities. Consequently, serious conflicts arising within or between associations and resident groups that threaten the quality of those recreational opportunities are of concern to the City. Barring a legal imperative to the contrary, the City's role involving such conflicts is limited to encouraging the association board and party in conflict to work through the problem, according to existing by-laws, with staff representatives providing facilitation and information, as required.

Responsibility

The Parks and Recreation Department appoints staff to work with the various associations to ensure the responsibilities are being met. Staff, through the grievance procedure, addresses concerns from the general public.